

NIIW Kickoff Timeline

Task	Due Date
Select Site/Check conflict with other events.	<input type="checkbox"/> December
Inform Partners.	<input type="checkbox"/> December
Determine Program focus/emphasis	<input type="checkbox"/> January
Invite Main Speakers	<input type="checkbox"/> January
Work with Health Department and Program Consultants to recruit advisory/planning committee.	<input type="checkbox"/> January
Planning Committee Meeting Roll of advisory/planning committee: <ul style="list-style-type: none"> • Advise on site/location. (If outdoors, an alternate bad weather site.) • Develop Theme. • Advise on program content. (Approx. 30 Minutes.) • Recruit local celebrities/VIPs. • Recruit children to participate and secure transportation. • Develop local invitation list. (Local government officials, legislators, community leaders, health officials, other.) • Recruit volunteers. • Determine recognition awards. • Recruit entertainment and develop childrens program. 	<input type="checkbox"/> January
Secure Hotel Space/VIP transportation	<input type="checkbox"/> January
Follow-up planning meeting	<input type="checkbox"/> January
Awards nomination committee	<input type="checkbox"/> January
Invite Speakers and Celebrities	<input type="checkbox"/> January
Develop invitation list	<input type="checkbox"/> January
Follow-up planning meeting	<input type="checkbox"/> February

Design and Print Invitations	<input type="checkbox"/> February
Follow-up planning meeting	<input type="checkbox"/> March
Select award recipients	<input type="checkbox"/> March 1
Write media advisory, news releases and media materials.	<input type="checkbox"/> March 5
Design and Print programs, banners, name tags, posters, signs	<input type="checkbox"/> March 15
Develop media list.	<input type="checkbox"/> March
Write Speaker remarks/talking points	<input type="checkbox"/> March
Mail Invitations	<input type="checkbox"/> March 27
Compile RSVPs	<input type="checkbox"/> March - April
Create recognition awards	<input type="checkbox"/> March 26
Planning meeting	<input type="checkbox"/> March - 26
Send out first media advisory	<input type="checkbox"/> April 1
Final Planning Meeting	<input type="checkbox"/> April 9
Work with local Public Affairs to on media call outs	<input type="checkbox"/> April 1 - 14
Schedule media interviews	<input type="checkbox"/> April 1 - 14
Second Media Advisory	<input type="checkbox"/> April 14
Final briefing for participants	<input type="checkbox"/> April 14
Event	<input type="checkbox"/> April
Thank you letters and evaluation	<input type="checkbox"/> April